



Tentative Agenda

Robins City Council

Monday, July 17th, 2017

5:30 p.m. in Robins City Hall

(One or more members of the Council may be attending via Electronic Device)

Agenda:

1. Call the meeting to order
2. Pledge of Allegiance to the Flag
3. Roll Call
4. Approval of the Agenda
5. **CITIZEN COMMENTS** – Agenda Items (limited to three minutes each)
6. **CITIZEN COMMENTS** – Non-Agenda Items (limited to three minutes each)
7. **BUSINESS ITEMS:**
 - a) Motion to approve the minutes of the July 5th, 2017 meeting. (Lori)
 - b) Motion to approve the First Reading of Ordinance No. 1707 amending Chapter 62 of the Robins Municipal Code relating to General Traffic Regulations. (Lori)
 - c) Discussion relating to paint in garbage and possible motion. (Lori)
 - d) Discussion of street lighting needs along Frentress Drive and possible motion. (Lori)
 - e) Discussion of proposals received relating to the 2017 Fall Leaf Pickup program and possible motion. (Roger)
 - f) Review the proposed “Robins Human Resources Planning” and possible motion. (Chuck)
8. **Motion to adjourn the meeting.**



Robins City Council Minutes of the July 5th, 2017 Meeting

Mayor Hinz called the meeting to order at 7:00 in the Robins City Hall on Wednesday, July 5th, 2017. After the Pledge of Allegiance to the Flag, roll call was taken with City Councilors Marilyn Cook, Don Norton, Brad Sevcik, Dick Pilcher and Roger Overbeck present, along with Mayor Chuck Hinz, Attorneys Don Hoskins and Ryan Tang, Planning and Zoning Administrator Dean Helander, City Clerk/Treasurer Lori Pickart and around 10 guests present.

Attorney Hoskins introduced Attorney Ryan Tang to the Council, explaining Mr. Hoskins is retiring. He noted he has enjoyed working with the City adding it has been a lot of fun.

Mayor Hinz noted he would like to table items a, b, and c under Old Business as they are not ready to approve yet. Sevcik moved to approve the agenda as amended, Overbeck seconded and all voted aye.

COMMITTEE REPORTS

- Mayor Hinz noted the reconstruction of Main Street is moving along, adding they are on schedule and Phase 1, the installation of the storm sewer being completed. He noted they will now begin the paving process.
- Parks Coordinator Don Norton noted the Roundup Festival was well received and added the parks are being well used this summer.
- Streets Coordinator Brad Sevcik agreed with Mayor Hinz relating to Main Street Reconstruction. He noted residents need to be reminded about trimming trees in the street right-of-way.
- Safety Coordinator Dick Pilcher noted the Police Department is working through some transitional issues but all is going well. He reported the Fire Department has recruited two new members recently.
- Public Works Coordinator Roger Overbeck noted there has not been much progress on Emerald Court. He added the sewer rate will be increasing in September. He noted there has been work done relating to sewer infiltration in the past month.
- Finance Coordinator Marilyn Cook reported the city has more funds in its accounts than originally anticipated at the year-end FY 17 and is in good shape going into FY 18.
- There were no additions to the written Engineers Report.

CITIZEN COMMENTS

There were no comments relating to agenda items. Under non-agenda items,

- Marlene Mentzer, 380 Mary Jo Avenue commented she feels it is not fair to bill every household the same amount for the sewer billing as she lives alone and certainly doesn't use the same as a family of 10. She asked the council to look for alternative ways to bill for usage.

- John Gabney, 365 Landau Street asked the council where the commercial growth is slated in the city. Mayor Hinz noted in Robins Square, along Tower Terrace, along North Center Point Road and along County Home Road, including the I-380 intersection.
- Bailey Utterback, 795 Eastview Drive asked the Council to please outlaw the commercial grade fireworks within the city limits of Robins. She explained her husband is an army veteran and suffers from PTSD. She noted on July 4th, there were people across the street in the church parking lot shooting fireworks well after 11:00, adding there was no Robin's Officer on duty. She noted the Linn County Sheriff's department sent an officer out around 11:45 adding it was quiet at that time. She added her husband's outbursts are not fun to deal with. Mayor Hinz noted he feels the metro area will probably be looking into the regulations in the future as several complaints in Cedar Rapids have also been made.

CONSENT AGENDA

Pilcher moved to approve the consent agenda, Sevcik seconded. Items approved were the Minutes of the June 19th, 2017 meeting; the Financial Report; the List of Bills Submitted; and Resolution No. 0717-1 approving Pay Request #2 to BWC in the amount of \$151,087.25 for work done on the Main Street Reconstruction. On the vote, all voted aye.

NEW BUSINESS

- a. **Ordinance No. 1707.** Mayor Hinz explained the need for this Ordinance, noting this allows private property owners to have non-desired vehicles towed from their properties. He added this Ordinance removes all liability to the city should there be damages while towing the vehicle. Attorney Tang noted this applies mainly to commercial businesses open to the public as if it is a personal property residence, the violator would be charged with criminal trespassing. After questions raised by the council, they agreed to table this until the next meeting to have Attorney Tang look at the ordinance and advise the council.

OLD BUSINESS

a., b., c., All items were removed from the agenda.

The council adjourned at 7:44 p.m.

Chuck Hinz, Mayor

ATTEST:

Lori Pickart, City Clerk/Treasurer

ORDINANCE NO. 1707

AN ORDINANCE AMENDING CHAPTER 62 OF THE ROBINS MUNICIPAL CODE RELATING TO GENERAL TRAFFIC REGULATIONS

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROBINS, IOWA:

SECTION 1. That Chapter 62 of the Robins Municipal Code is amended by adding the following subsection:

69.12 PARKING ON PRIVATE PROPERTY. No person shall park a vehicle on privately owned property or an area adjacent thereto developed as an off-street parking facility, without the consent of the owner, lessee, or person in charge of the privately owned property or facility. Upon complaint of the owner, lessee or person in charge of such property or facility, a violation of this section shall place the vehicle in the status of an illegally parked vehicle. It shall be the responsibility of the owner, lessee or person in charge of the privately owned property or facility to post signs giving reasonable notice of the prohibited parking by stating *No Parking --- Private Lot --- Violators Will Be Towed at the Owner's Expense*. Before towing any such vehicle, the owner, lessee, or person in charge of the property or facility shall agree in writing to release and hold harmless the City, its agents, officers and employees against any and all damages or claims for damages arising out of the towing of the vehicle.

SECTION 2. This Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED this _____ day of _____ 2017.

Chuck Hinz, Mayor

ATTEST:

Lori Pickart, City Clerk/Treasurer

Lori Pickart

From: Mark Wood <mark@woodconstructioninc.com>
Sent: Monday, July 10, 2017 3:03 PM
To: lori@cityofrobins.org
Subject: street lights

Lori,
Just a reminder for the next Council Agenda.
Street light on the north side of Frentress Dr. and the corner of Frentress Dr. and South Mentzer.

Mark



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Estimate

Jordan's Property Care, Inc
P.O Box 8312
Cedar Rapids, IA
52408-8312

Name/Address
City Of Robins 265 South 2nd St Robins, IA 52328

Date	Estimate No.	Project
06/30/17	278	

Item	Description	Quantity	Cost	Total
Property Maintenance	Remove leaves from curb lines. Labor and equipment only. 1 year contract	130	105.00	13,650.00T
Property Maintenance	Remove leaves from curb lines. Labor and equipment only. 3 or 5 year contract	130	100.00	13,000.00T
			0.00	0.00
We appreciate your buisness			Total	\$26,650.00

Robins Human Resources Planning CY 2017-2021

June 5, 2017

Action	2017	2018	2019	2020	2021	Implication	Information Needed	Funding Source
Fire Department to 24 members	2	2	2	2		Maintain staffing of 24 members.	How/When to recruit - Appendix A	General Fund
Study Police Coverage, Insure weekend and evening coverage	X	X		X		Number of officers, hours total and hours during any 24 hour period.	Coverage chart based upon need as a result of study.	General Fund
Hire Full Time Police Chief		X				May affect # of police officers on roster	Appendix B	General Fund/Grants
Seasonal Park/Landscape Position (20 hours/week)	X	X	X	X	X	Recruit Kirkwood Student	Work with Kirkwood internship program. Appendix C	General Fund
Full Time Streets/Public Works Position		X				How does this affect part time positions	Appendix D	Road Use/Sewer
Full Time Deputy Clerk			X			How does this affect part time Deputy Clerk	Appendix E	General Fund/Sewer
Replace F/T City Clerk				X		Need transition plan	Appendix F	General Fund
Part Time City Grounds Keeper Custodian			X	X			Appendix G	General Fund

Robins Human Resources Planning

CY 2017-2021

Action	2017	2018	2019	2020	2021	Implication	Information Needed	Funding Source
.5 FTE City Manager		X	X				Appendix H	General Fund
Replace F/T Building Official					x	Need transition plan	Appendix I	General Fund
.5 FTE Building Official Assistant				X			Appendix J	General Fund

NOTE: This is a planning document in the same manner as the Capital Improvement Plan (CIP). This Human Resources Planning Document should be reviewed annually at the same time the CIP is reviewed, and this document should be modified, if appropriate based on the annual review.

Appendix A: Robins Fire Department

- A. Reason for requesting personnel action.
- B. What data supports the request? How does this data support City Council Priorities?
- C. Current hours being provided and current shortfall hours.
- D. How will this improve the effectiveness and efficiency of the city?
- E. How will this assist the City to meet the goals of the City?
- F. How will this action impact other current positions within the city structure?
- G. How will this position be funded?
- H. What is the position salary range?
- I. Are there any special certifications, training, or licenses needed for the position?
- J. How should the city recruit candidates for the position?

Appendix B: Police Department (Chief)

- A. Reason for requesting personnel action.
- B. What data supports the request? How does this data support City Council Priorities?
- C. Current hours being provided and current shortfall hours.
- D. How will this improve the effectiveness and efficiency of the city?
- E. How will this assist the City to meet the goals of the City?
- F. How will this action impact other current positions within the city structure?
- G. How will this position be funded?
- H. What is the position salary range?
- I. Are there any special certifications, training, or licenses needed for the position?
- J. How should the city recruit candidates for the position?

Appendix C: Parks Department

A. The reason for requesting Personnel action.

A. What data supports the request? How does this data support City Council Priorities?

B. Current hours being provided and current shortfall of hours.

C. How will this improve the effectiveness and efficiency of the City?

D. How will this assist the City to meet the goals of the City?

E. How will this action impact other current positions within the City structure?

F. How will this position action be funded?

G. What is the position salary range?

H. Are there any special certifications, training, or licenses needed for the position?

I. How should the City recruit candidates for the position?

Appendix D: Street/Public Works Department

- A. Reason for requesting personnel action.
- B. What data supports the request? How does this data support City Council Priorities?
- C. Current hours being provided and current shortfall hours.
- D. How will this improve the effectiveness and efficiency of the city?
- E. How will this assist the City to meet the goals of the City?
- F. How will this action impact other current positions within the city structure?
- G. How will this position be funded?
- H. What is the position salary range?
- I. Are there any special certifications, training, or licenses needed for the position?
- J. How should the city recruit candidates for the position?

Appendix E: Deputy Clerk (F/T)

- A. Reason for requesting Personnel action.**

- B. What data supports the request? How does this data support City Council Priorities?**

- C. Include current hours being provided and current shortfall of hours.**

- D. How will this improve the effectiveness and efficiency of the City?**

- E. How will this assist the City to meet the goals of the City?**

- F. How will this action impact other current positions within the City structure?**

- G. How will this position action be funded?**

- H. What is the position salary range?**

- I. Are there any special certifications, training, or licenses needed for the position?**

- J. How should the City recruit candidates for the position?**

Appendix F: City Clerk

- A. Reason for requesting Personnel action.**

- B. What data supports the request? How does this data support City Council Priorities?**

- C. Include current hours being provided and current shortfall of hours.**

- D. How will this improve the effectiveness and efficiency of the City?**

- E. How will this assist the City to meet the goals of the City?**

- F. How will this action impact other current positions within the City structure?**

- G. How will this position action be funded?**

- H. What is the position salary range?**

- A. Are there any special certifications, training, or licenses needed for the position?**

- B. How should the City recruit candidates for the position?**

Appendix G: Grounds Keeper/Custodian

- A. Reason for requesting Personnel action.**
- B. What data supports the request? How does this data support City Council Priorities?**
- C. Include current hours being provided and current shortfall of hours.**
- D. How will this improve the effectiveness and efficiency of the City?**
- E. How will this assist the City to meet the goals of the City?**
- F. How will this action impact other current positions within the City structure?**
- G. How will this position action be funded?**
- H. What is the position salary range?**
- I. Are there any special certifications, training, or licenses needed for the position?**
- J. How should the City recruit candidates for the position?**

Appendix H: City Manager

- A. Reason for requesting Personnel action.**
- B. What data supports the request? How does this data support City Council Priorities?**
- C. Include current hours being provided and current shortfall of hours.**
- D. How will this improve the effectiveness and efficiency of the City?**
- E. How will this assist the City to meet the goals of the City?**
- F. How will this action impact other current positions within the City structure?**
- G. How will this position action be funded?**
- H. What is the position salary range?**
- I. Are there any special certifications, training, or licenses needed for the position?**
- J. How should the City recruit candidates for the position?**

Appendix I: Building Official

- A. Reason for requesting Personnel action.**
- B. What data supports the request? How does this data support City Council Priorities?**
- C. Include current hours being provided and current shortfall of hours.**
- D. How will this improve the effectiveness and efficiency of the City?**
- E. How will this assist the City to meet the goals of the City?**
- F. How will this action impact other current positions within the City structure?**
- G. How will this position action be funded?**
- H. What is the position salary range?**
- I. Are there any special certifications, training, or licenses needed for the position?**
- J. How should the City recruit candidates for the position?**

Appendix J: Building Official Assistant

- A. Reason for requesting Personnel action.**
- B. What data supports the request? How does this data support City Council Priorities?**
- C. Include current hours being provided and current shortfall of hours.**
- D. How will this improve the effectiveness and efficiency of the City?**
- E. How will this assist the City to meet the goals of the City?**
- F. How will this action impact other current positions within the City structure?**
- G. How will this position action be funded?**
- H. What is the position salary range?**
- I. Are there any special certifications, training, or licenses needed for the position?**
- J. How should the City recruit candidates for the position?**

City Council Priorities

In order to provide a safe and engaging community, the City Council has established the following priorities for the City of Robins.

- .. Provide an adequate amount of full time and part-time (25 hours per week maximum per each part-time position) city positions to achieve a safe, robust, and vibrant community.
- ..Provide clean, healthy, well maintained, and organized city parks
- ..Support community endorsed economic development activities
- ..Ensure all streets within the City boundaries are paved streets
- ..Ensure rapid public safety response time for police and fire services
- ..Support managed growth of land development
- ..Maintain the lowest property taxes possible
- ..Ensure quick public works response
- ..Maintain and add infrastructure to serve stability and growth of the City
- ..Ensure good communication within the City structure and with the Robins citizens
- ..Ensure cooperation and communication with Metro area governments

6-5-17